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13 March 1987

MEMORANDUM FOR: OIT Group Chiefs
OIT Secretaries

FROM:

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SUBJECT: Approving Authorities

1. We have completed processing authorities for group chiefs and acting group chiefs to approve travel orders and financial transactions in their own components. Group chiefs may approve financial transactions in their own areas not-to-exceed while staff and program chiefs may approve transactions which do not exceed Deputy group chiefs or deputy-designees have authorization to approve transactions at the same authorized level but only when functioning as acting chief.

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2. When these authorities are utilized group chiefs will be able to monitor their allocated resources much more closely. Thus, all travel orders, claims for reimbursements, or requests for advances should be routed directly to OIT/B&F after group chief approval and need not be sent through OIT/SS. Please advise employees in your groups of these changes so that financial forms will be correctly prepared with the group chief's name and title in the approving officer block. Please bear down on signature to insure it comes through on all four copies.

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3. If there are any questions regarding approval limitations or pertinent regulations, please contact me on Under separate cover you will be sent copies of the regulations governing approving officer responsibilities. For convenience sake, the Chief or Deputy Chief, Support Staff will continue to post-approve all travel accountings as necessary.

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